



# March Question Bank+Exams

# 6

# Grade 6

Mrs/Eman Meslam





## Lesson 1 Explorer in action

### Put ( √ ) or ( X )

- 1 Ms. Sonika Manandhar is a gaming technology entrepreneur. ( )
- 2 Ms. Sonika Manandhar is a National Geographic Explorer from the Republic of Congo ( )
- 3 Ms. Sonika Manandhar is known as one of the leading scientists in the educational gaming industry. ( )
- 4 Singularity University is affiliated with NASA in California. ( )
- 5 Ms. Manandhar wanted to use her knowledge to improve the local environment in Nepal. ( )
- 6 Increasing the amount of carbon emissions helps to improve the local and natural environment. ( )
- 7 The use of electric buses can reduce the rate of carbon emissions. ( )
- 8 Most of the bus drivers in Kathmandu are young people. ( )
- 9 Ms. Sonika Manandhar worked for the fintech company Aloi without co-founding it. ( )
- 10 Aloi helps people use financial services. ( )
- 11 Women drivers in Nepal can modernize their old buses by taking out loans from Aloy. ( )
- 12 The buses can be modernized with water-based batteries so that they last longer. ( )



- 13 Drivers can only repay their loans hand in hand. ( )
- 14 Aloj's loan process is faster and easier than most current bank loan processes. ( )
- 15 Only when the loan is approved can the driver receive a digital code that she can use with authorized vendors. ( )
- 16 The driver must pay all her debts to the mall at once from the profits in the month following the purchase. ( )
- 17 The driver can follow up on all her transactions through text messages without having to use the internet. ( )
- 18 The platform has nothing to do with the financiers' business as it cannot report on how the loans are spent. ( )
- 19 Passengers can schedule their trips through the company's website. ( )
- 20 Passengers can complete their financial transactions using digital tokens or mobile wallets. ( )
- 21 Egypt has not contributed to environmental conservation activities or any environmental conferences. ( )
- 22 Egypt has launched the first home-made electric car in the framework of adopting a green economy. ( )
- 23 The locally-made electric car launched by Egypt can accommodate 9 people and travel at a maximum speed ( )
- 24 Ms. Sonika Manandhar uses her Instagram account to spread awareness of the benefits of small green business owners ( )



### Choose the correct answer:

1- Ms. Sonika Manandhar is a ..... technology entrepreneur

**A. Financial equipment.**

**B. space.**

**C. Engineering**

2- Ms. Sonika Manandhar is a National Geographic explorer from the Republic of .....

**A - Nepal**

**B - Dominican Republic**

**C - China**

3- "Sonika Manandhar" was interested in the field of .....

**A - Art**

**B - Engineering**

**C - Medicine**

4- She studied ..... robotics and artificial intelligence at Singularity University.

**A- Big Kenner**

**B- Mojos**

**C- Sonika Manandhar**

5- NASA's Singularity University is located in .....

**A- California**

**B- Egypt**

**C- France**

6- Sonika Manandhar wanted to utilize her knowledge of ..... the local environment by minimizing the rate of carbon emissions

**A- improving**

**B- Destroy**

**C- Optimize**

7- Sonika Manandhar noted that using ..... may reduce the rate of carbon emissions.

**A- Electric minibuses**

**B- Coal minibuses**

**C- Natural gas trains**

Sonika Manandhar noticed that most of the car drivers in Nepal's capital ..... are women.

**A. California**

**B- Singularity**

**C. Kathmandu**

## Grade 6 Question bank – March – 2024

9- In 2019, Ms. Manandhar co-founded the fintech company .....



**A- Amazon**

**B- Aloï**

**C- Google**

10 - Aloï helps women minibus drivers in Nepal access ..... low-interest loans.

**a. Loans**

**b. Prizes**

**c. Rewards**

11- Aloï helps improve the environment by helping electric bus drivers to purchase and modernize buses by providing them with long-lasting .....

**a-Tools and equipment**

**b. Natural gases**

**c. Lithium-ion batteries**

12. Electric bus drivers receive and repay bank loans through .....

**a. Direct bank transactions**

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**A. Impossible**

**B. Possible**

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17- Passengers can pay for the flight using digital tokens or ..... mobile phone.

a. wallet

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18- As part of Egypt's adoption of green economy strategies, it launched the first ..... homemade.

A - electric trains

B – airplanes

C - electric cars

19- The electric car launched by Egypt to preserve the environment can accommodate nine people and travel at a maximum speed of ..... kilometers / hour.

A- 60

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C- 120

20- The price of the electric car launched by Egypt is expected to be ..... for the Egyptian market.

A- Unsuitable

B- Unacceptable

C- Suitable

### Lesson 2 Operating systems and software

Put ( √ ) or ( X )

- 1 The operating system (OS) manages computer functions and runs programs and hardware. ( )
- 2 The operating system is of no importance to your computer ( )
- 3 The operating system allows the user to communicate with the computer easily. ( )



- 4 The operating system coordinates and manages the communication between your hardware and software. ( )
- 5 The operating system has nothing to do with the requirements of different computer programs. ( )
- 6 Your computer will not be able to function without the operating system. ( )
- 7 The CPU, memory, and storage are components of a computer. ( )
- 8 A new operating system must be installed on the computer when you buy it because it is not supplied with it. ( )
- 9 Microsoft Windows is often used in schools on computers. ( )
- 10 Macintosh computers use the macOS operating system. ( )
- 11 macOS is generally inexpensive as schools use it. ( )
- 12 Smartphones and tablets use Microsoft Windows operating systems. ( )
- 13 You can change operating system settings using the System Settings control. ( )
- 14 All operating system settings have the same names and appearances. ( )
- 15 In mac OS, the settings are called System Preferences. ( )
- 16 The settings in IOS are called Control Panel. ( )
- 17 Hardware or software settings in the Control Panel cannot be modified. ( )
- 18 You can add a new wireless printer to your computer, but it cannot be removed from your computer. ( )



19. Changes you make in Control Panel are automatically applied to other programs on your computer. ( )
20. Some programs are automatically downloaded and allowed to be used immediately. ( )
21. To remove a program from your Windows machine, open Control Panel and then remove the program directly without following specific steps. ( )
22. Programs installed on Android devices cannot be removed. ( )
23. The operating system is an essential part of the programs on computers. ( )

### Choose the correct answer:

1-The operating system manages ..... computer functions, running programs and hardware.

a- os.

b- mac.

c- macintosh

2- The most important program on your computer is .....

a. Word

b. Operating system

c. Paint

3- The operating system coordinates communication between your devices and .....

a. your friends

b. your contacts

c. your programs

4- Most computers and laptops have a pre-loaded operating system .....

a- Microsoft Windows

b- macOS

c- IOS





5- Smartphones and tablets use different operating systems such as Android and .....

**a- Microsoft Windows**

**b- macOS**

**c- IOS**

6- You can change the operating system settings using the ..... control

**a. Self**

**b. Selecting travel modes**

**c. System Settings**

7- System settings have several different names and appearances depending on the ..... you are using.

**a- Operating system**

**b- Phone type**

**c- Device manufacturer**

8- Device settings in iOS are called .....

**A - Control Panel**

**B - Control Center**

**C - System Preferences**

9- You can locate ..... by typing Control Panel in the search box in the taskbar.

**a. Control Panel**

**c. PowerPoint**

**d. Google**

10- To add a new wireless printer, select Hardware & Sound, then ....., then select the printer you want after the device searches for it.

**a. Clear data**

**b. Delete device**

**c. Add device**

11. Changes you make in the Control Panel ..... are applied to other programs on your computer

**a. Manually**

**b. Automatically**

**c. With a specific physical tool**

12. You can drag and drop the font file you want from the font library installed on your computer located in .....

**a. Downloads folder**

**b. Hardware and Sound**

**c. Media and Printers**



13- Programmers try to improve the graphical interface of the control panel with each version of Windows that comes out with .....

- A. An updated operating system**                      **B. The same operating system**  
**C. A type of computer**

14- When you connect a new printer to a computer, ..... downloads the appropriate software so you can use it right away.

- a- Windows**                              **b- macOS**                              **c- IOS**

15- You can ..... the program by clicking the right mouse button and then uninstalling

- a. Put**                              **b. Add**                              **c. Delete**

16- To uninstall a program from ....., you can open the App Store, click on the profile icon, then click on Manage Applications and Devices, then Manage, hold down the name of the application you want to remove, then click on Uninstall.

- A- Android**                              **B- Windows**                              **C- Microsoft**

### **Lesson 3** Writing and sharing reports

#### **Put ( √ ) or ( X )**

- 1 Microsoft Word is by far the most reliable tool for writing reports and sharing information. ( )
- 2 You can write reports using the Microsoft Access application and use its various tools ( )
- 3 To choose a specific layout, click on the Layout and Input tabs. ( )



- 4 Microsoft Word includes formatting tools that allow the user to print text in italic or bold formats. ( )
- 5 Microsoft Word tools do not allow you to put headings or create tables. ( )
- 6 Some of the tasks that Microsoft Word tools can perform are inserting images, hyperlinks, and footnotes. ( )
- 7 Previewing the initial document before saving or printing it is allowed in Microsoft Word. ( )
- 8 WhatsApp is a messaging service for exchanging ideas and sharing information. ( )
- 9 WhatsApp does not help in providing feedback, especially when working on a group project. ( )
- 10 Text messaging does not allow you to send audio and video messages and images. ( )
- 11 Text messages or photos can only be sent via WhatsApp to one person. ( )
- 12 WhatsApp is a very expensive service to use. ( )
- 13 Encrypting messages sent in WhatsApp is one of the good features of the application. ( )
- 14 WhatsApp services can be used from any device and without being restricted to a location. ( )
- 15 You can use the design elements in Microsoft Word to increase the professionalism of your report ( )



**Choose the correct answer: .**

1.Reports can be written using Microsoft.....

- a-Excel.                                    b. PowerPoint.                                    c. Word

2.To choose a specific layout, you can click on ..... and enter

- a. Layout                                    b. Home page                                    c. References

3.Microsoft's ..... program includes the ability to print italicized or capitalized words

- a. Word                                    b. Access                                    c. PowerPoint

4..... is one of Microsoft Word's formatting tools

- a. Footnotes                                    b. Drawing                                    c. Adding slides

5.You can use messaging services such as .....

- a. WhatsApp                                    b. Excel                                    c. Word

6.Feedback from colleagues and teachers can be requested through .....

- a. WhatsApp                                    b. Photos                                    c. System Settings

7.WhatsApp messages allow sending messages..... in a single conversation

- a. Individual                                    b. Group                                    c. Individual and group

8.WhatsApp messages are characterized as .....

- a. Free                                    b. Expensive                                    c. Moderately priced

9.No one but the recipient of the message can read it, a feature of WhatsApp called .....

- a. Non-privacy                                    b. Encryption                                    c. Violations



10/ WhatsApp messaging services can be used on an Android or Apple device .....

a. Unlimited

b. Time-limited

c. At a higher cost

### Lesson 4 Creating a presentation

Put ( √ ) or ( X )

- 1 You can use office programs and create presentations to express ( ) your opinions and ideas.
- 2 Make your presentations interesting and engaging by using the ( ) right design.
- 3 Microsoft PowerPoint is a text editing application only. ( )
- 4 Animation options are available to add motion to the sentences ( ) and words on the slides.
- 5 Microsoft PowerPoint does not help to create presentations in ( ) which you can express your ideas.
- 6 All Microsoft PowerPoint tools are complex and require special ( ) skills.
- 7 You can effectively communicate your idea by using the tools to ( ) create engaging visuals that will grab the attention of your viewers.
- 8 You can review your presentation through the editing tab in ( ) review mode.



9. You can save the file and maintain its format by saving it in ( )  
Word.
- 10 PowerPoint does not offer the option to customize the slide size. ( )
- 11 The tools in the Design tab help attributes and variables to ( )  
choose the style of your presentation.
- 12 The Insert tab allows you to add an image, shape, or text box. ( )
- 13 Images can be loaded from files on the computer only when an ( )  
image is inserted into the presentation.
- 14 You can preview the presentation for the last time by pressing ( )  
the Print button.
- 15 The PowerPoint presentation should not exceed 10 slides and 20 ( )  
minutes and should not use a font type smaller than 30 points

### Choose the correct answer:

1- You can create presentations through the Microsoft program .....

a- Word.

b - PowerPoint.

c - Access

2- Using the right ..... makes presentations more interesting and attractive.

a. Design

b. Device

c. Mouse

3- Microsoft PowerPoint includes tools ..... and writing for drafting texts.

a - Maintenance

b - Engineering

c – Drawing



4- Options are available ..... to add movement to sentences and words on slides

**a - do not allow**

**b – prohibit**

**c- allow**

5- PowerPoint includes tools ..... that help users create engaging materials for viewers.

**a. Difficult**

**b. Complex**

**c. Easy**

6- To save the file before printing to preserve its formatting, click on .....

**a- Save the file as - pdf option**

**b- Delete the file**

**c- Layout**

7- You can review the presentation and make changes in review mode by clicking on .....

**a- Insert an image**

**b- Edit in review mode**

**c- Add a table**

8- The slide size is chosen by clicking on the ..... tab.

**a- Input- Text box**

**b- Type size**

**c- Design- Slide size**

9- The style and position of the text can be changed by clicking on .....

**a- Insert**

**b- Design- Themes**

**c- File**

10- When writing the message on PowerPoint, you must observe the rule of ..... when it comes to text size

**a- 10/20/30**

**b- Security**

**c- Device**

11- The number 10 in the 10/20/30 rule refers to .....

**a. Presentation time**

**b. Number of slides**

**c. Font size**

12- The number 20 in the 10/20/30 rule refers to .....

**a. Number of slides**

**b. Font size**

**c. Display time**



13- The number 30 in the 10/20/30/30 rule refers to the lowest .....

a- Font size

b- Display time

c- Number of slides

14- Images can be added by clicking on the ..... tab

a- Insert Image

b- File- Print

c- Insert Text Box

15- You can print the file by clicking on .....

a- File- Print

b- Insert

+c- Design

### Lesson 5 Creating a database

Put ( √ ) or ( X )

- 1 To be able to analyze your results and make decisions, you need ( )  
to organize the information you collect about an issue.
- 2 All data must be managed in compliance with European data ( )  
protection laws
- 3 Databases store a limited amount of data and information in a ( )  
computer system
- 4 Data can be easily analyzed or changed to meet the needs of ( )  
users.
- 5 A database does not allow the collection of data or information ( )  
about people or places.
- 6 Teachers can use databases to collect information about their ( )  
students.
- 7 Companies use databases to record information about their ( )  
employees.





8. Microsoft Word is used to create a database. ( )
9. To type the column headings and field names to be added, click ( )  
Class Name
10. ID Number is used to type the correct identification number. ( )
11. To add a column to a database, right-click and choose Insert ( )  
Column.
12. Type the class name in the Class Name column. ( )
13. Excel automatically formats numbers and dates as you type ( )  
them.
14. Some common Excel tools include coloring and designing ( )  
various slides.
15. To choose sorting, go to the toolbar, select Data, and then click ( )  
Sort.
16. Excel's common tools can be used for addition, subtraction, ( )  
multiplication, and division.
17. Excel allows you to manipulate numbers in the database by ( )  
adding formulas.
18. To add text in Excel cells, you must use a formula. ( )
19. To create a formula, you must first type "=" in the cell so that ( )  
Excel knows you are creating a formula.
20. You can add your favorite hobbies and favorite foods to your ( )  
Excel database.

### Choose the correct answer:

1- All data must be managed in compliance with data protection laws .....

- a- Egyptian                      b- Japanese.                      c - European

Changing and analyzing data in a database is ..... to meet the needs of users

- a. Difficult                      b. Easy                      c. Complex

2- ..... can be used to collect data and information about people, places or things

- a - Paint program                      b- Photo program                      c - Database

3- A teacher can use a database that includes information about .....

- a- his students                      b- street children                      c- politicians

4- Microsoft ..... can be used to create a database

- a- Access                      b- Excel                      c- Word

5- To type the column headings and field names to be added, click on .....

- a- A1, B1 and C1                      b- Student Name                      c- ID Number

6- Sorting, adding, subtracting, dividing, and multiplying are tools of .....

- a- PowerPoint                      b- Word                      c- Excel

7- To choose sorting, you have to choose ..... from the toolbar.

- a - design                      b – data                      c - font type

8- Excel allows you to deal with numbers in the database by adding .....

- a- Formulas                      b- Slide                      c- Color

9- To create a formula, you must first type .....

- a. ???                      b. :<:                      C- "="



## Lesson 6 Creating digital project

### Put ( √ ) or ( X )

- 1 You can use PowerPoint to help you plan projects. ( )
- 2 PowerPoint allows you to share information with others ( )
- 3 Sharing information via text and images is one of the things that PowerPoint allows. ( )
- 4 Videos, animations, and infographics are visuals that are not allowed to be shared through PowerPoint. ( )
- 5 To make your presentation more engaging, you can add some visuals such as a video or images. ( )
- 6 Presenting plain text without additional visuals can lead to a less engaging presentation. ( )
- 7 A flowchart is not a presentation tool. ( )
- 8 A flowchart does not have specific steps, but a new one can be created by simply clicking on the Insert Text tab. ( )
- 9 You can create a flowchart by clicking on the Insert tab, clicking on Choose Drawing, then the menu, and following the steps down to the text and selecting the color you want. ( )
- 10 Flowcharts allow you to change colors using styles. ( )
- 11 When presenting in front of an audience, you need to speak quickly. ( )



12. The introduction of the topic is an important part of your presentation. ( )
13. You should read directly from the content of the presentation without having to read it beforehand ( )
14. Be sure to refer to the different sections of the flowchart while presenting the information ( )
15. Presentations can be used to solve a problem or discuss an issue ( )

### Choose the correct answer:

The ..... program can create presentations to share information with others.

- A. PowerPoint.**    **b - Painter.**    **C - camera**

2- Visualizations can be added to presentations such as videos, animations, and .....

- a- Device settings**    **b- Operating system**    **c- Graphics**

3- PowerPoint works on ..... the scientific material presented and communicates it better than regular texts

- a - Complexity**    **b - Difficulty**    **c- Simplification**

4- ..... can be used In conceptualizing, planning and presenting a task or project

- a. Flowcharts**    **b. Facebook**    **c. Video games**

5- To create a flowchart, you must first click on ..... from the Insert tab.

- a- Smart Art**    **b- List**    **c- OK**



6- To choose a flowchart you want to use, review the description at .....

**a. References**

**b. Input menu**

**c. Dialog box**

7- You can choose the desired color by clicking Change Color from .....

**a- Illustrator**

**b- Smar Art Design**

**c- Start Menu**

8- When giving your presentation, you should speak .....

**a. Very slowly**

**b. Quickly**

**c. Confidently**

9- Start with ..... To explain and clarify the purpose of the presentation to the audience.

**a- Conclusion of the topic**

**b- Introduction**

**c- Random way**

10. practicing in advance to read the content of the presentation before presenting it to the audience is .....

**a. Important**

**b. Unnecessary**

**c. Waste of time**



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**Answers**  
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- 5 Ms. Manandhar wanted to use her knowledge to improve the local environment in Nepal. ( √ )
- 6 Increasing the amount of carbon emissions helps to improve the local and natural environment. ( X )
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- 9 Microsoft Windows is often used in schools on computers. ( ✓ )
- 10 Macintosh computers use the macOS operating system. ( ✓ )
- 11 macOS is generally inexpensive as schools use it. ( ✗ )
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1-The operating system manages ..... computer functions, running programs and hardware.

a- os.

b- mac.

c- macintosh

2- The most important program on your computer is .....

a. Word

b. Operating system

c. Paint

3- The operating system coordinates communication between your devices and .....

a. your friends

b. your contacts

c. your programs

4- Most computers and laptops have a pre-loaded operating system .....

a- Microsoft Windows

b- macOS

c- IOS

5- Smartphones and tablets use different operating systems such as Android and .....  


**Microsoft Windows**

**b- macOS**

**c- IOS**

6- You can change the operating system settings using the ..... control

**a. Self**

**b. Selecting travel modes**

**c. System Settings**

7- System settings have several different names and appearances depending on the ..... you are using.

**a- Operating system**

**b- Phone type**

**c- Device manufacturer**

8- Device settings in iOS are called .....

**A - Control Panel**

**B - Control Center**

**C - System Preferences**

9- You can locate ..... by typing Control Panel in the search box in the taskbar.

**a. Control Panel**

**c. PowerPoint**

**d. Google**

10- To add a new wireless printer, select Hardware & Sound, then ....., then select the printer you want after the device searches for it.

**b. Clear data**

**b. Delete device**

**c. Add device**

11. Changes you make in the Control Panel ..... are applied to other programs on your computer

**a. Manually**

**b. Automatically**

**c. With a specific physical tool**

12. You can drag and drop the font file you want from the font library installed on your computer located in .....

**a. Downloads folder**

**b. Hardware and Sound**

**c. Media and Printers**



13- Programmers try to improve the graphical interface of the control panel with each version of Windows that comes out with .....

A. An updated operating system

B. The same operating system

C. A type of computer

14- When you connect a new printer to a computer, ..... downloads the appropriate software so you can use it right away.

a- Windows

b- macOS

c- IOS

15- You can ..... the program by clicking the right mouse button and then uninstalling

a. Put

b. Add

c. Delete

16- To uninstall a program from ....., you can open the App Store, click on the profile icon, then click on Manage Applications and Devices, then Manage, hold down the name of the application you want to remove, then click on Uninstall.

A- Android

B- Windows

C- Microsoft

### Lesson 3 Writing and sharing reports

#### Put ( √ ) or ( X )

- 1 Microsoft Word is by far the most reliable tool for writing reports and sharing information. ( √ )
- 2 You can write reports using the Microsoft Access application and use its various tools ( X )
- 3 To choose a specific layout, click on the Layout and Input tabs. ( √ )



- 4 Microsoft Word includes formatting tools that allow the user to print text in italic or bold formats. ( ✓ )
- 5 Microsoft Word tools do not allow you to put headings or create tables. ( X )
- 6 Some of the tasks that Microsoft Word tools can perform are inserting images, hyperlinks, and footnotes. ( ✓ )
- 7 Previewing the initial document before saving or printing it is allowed in Microsoft Word. ( ✓ )
- 8 WhatsApp is a messaging service for exchanging ideas and sharing information. ( ✓ )
- 9 WhatsApp does not help in providing feedback, especially when working on a group project. ( X )
- 10 Text messaging does not allow you to send audio and video messages and images. ( X )
- 11 Text messages or photos can only be sent via WhatsApp to one person. ( X )
- 12 WhatsApp is a very expensive service to use. ( X )
- 13 Encrypting messages sent in WhatsApp is one of the good features of the application. ( ✓ )
- 14 WhatsApp services can be used from any device and without being restricted to a location. ( ✓ )
- 15 You can use the design elements in Microsoft Word to increase the professionalism of your report ( ✓ )





Choose the correct answer: .

1. Reports can be written using Microsoft.....

- a-Excel.                      b. PowerPoint.                      c. Word

2. To choose a specific layout, you can click on ..... and enter

- a. Layout                      b. Home page                      c. References

3. Microsoft's ..... program includes the ability to print italicized or capitalized words

- a. Word                      b. Access                      c. PowerPoint

4..... is one of Microsoft Word's formatting tools

- a. Footnotes                      b. Drawing                      c. Adding slides

5. You can use messaging services such as .....

- a. WhatsApp                      b. Excel                      c. Word

6. Feedback from colleagues and teachers can be requested through .....

- a. WhatsApp                      b. Photos                      c. System Settings

7. WhatsApp messages allow sending messages..... in a single conversation

- a. Individual                      b. Group                      c. Individual and group

8. WhatsApp messages are characterized as .....

- a. Free                      b. Expensive                      c. Moderately priced

9. No one but the recipient of the message can read it, a feature of WhatsApp called .....

- a. Non-privacy                      b. Encryption                      c. Violations



10/ WhatsApp messaging services can be used on an Android or Apple device .....

a. Unlimited

b. Time-limited

c. At a higher cost

### Lesson 4 Creating a presentation

Put ( √ ) or ( X )

- 1 You can use office programs and create presentations to express your opinions and ideas. ( √ )
- 2 Make your presentations interesting and engaging by using the right design. ( √ )
- 3 Microsoft PowerPoint is a text editing application only. ( X )
- 4 Animation options are available to add motion to the sentences and words on the slides. ( √ )
- 5 Microsoft PowerPoint does not help to create presentations in which you can express your ideas. ( X )
- 6 All Microsoft PowerPoint tools are complex and require special skills. ( X )
- 7 You can effectively communicate your idea by using the tools to create engaging visuals that will grab the attention of your viewers. ( √ )
- 8 You can review your presentation through the editing tab in review mode. ( √ )



9. You can save the file and maintain its format by saving it in Word. ( X )
- 10 PowerPoint does not offer the option to customize the slide size. ( X )
- 11 The tools in the Design tab help attributes and variables to choose the style of your presentation. ( ✓ )
- 12 The Insert tab allows you to add an image, shape, or text box. ( ✓ )
- 13 Images can be loaded from files on the computer only when an image is inserted into the presentation. ( X )
- 14 You can preview the presentation for the last time by pressing the Print button. ( ✓ )
- 15 The PowerPoint presentation should not exceed 10 slides and 20 minutes and should not use a font type smaller than 30 points ( ✓ )

### Choose the correct answer:

1- You can create presentations through the Microsoft program .....

a- Word.

b - PowerPoint.

c - Access

2- Using the right ..... makes presentations more interesting and attractive.

a. Design

b. Device

c. Mouse

3- Microsoft PowerPoint includes tools ..... and writing for drafting texts.

a - Maintenance

b - Engineering

c – Drawing



4- Options are available ..... to add movement to sentences and words on slides

a - do not allow

b – prohibit

c- allow

5- PowerPoint includes tools ..... that help users create engaging materials for viewers.

b. Difficult

b. Complex

c. Easy

6- To save the file before printing to preserve its formatting, click on .....

a- Save the file as - pdf option

b- Delete the file

c- Layout

7- You can review the presentation and make changes in review mode by clicking on .....

a- Insert an image

b- Edit in review mode

c- Add a table

8- The slide size is chosen by clicking on the ..... tab.

a- Input- Text box

b- Type size

c- Design- Slide size

9- The style and position of the text can be changed by clicking on .....

a- Insert

b- Design- Themes

c- File

10- When writing the message on PowerPoint, you must observe the rule of ..... when it comes to text size

a- 10/20/30

b- Security

c- Device

11- The number 10 in the 10/20/30 rule refers to .....

a. Presentation time

b. Number of slides

c. Font size

12- The number 20 in the 10/20/30 rule refers to .....

a. Number of slides

b. Font size

c. Display time



13- The number 30 in the 10/20/30/30 rule refers to the lowest .....

a- Font size

b- Display time

c- Number of slides

14- Images can be added by clicking on the ..... tab

a- Insert Image

b- File- Print

c- Insert Text Box

15- You can print the file by clicking on .....

a- File- Print

b- Insert

+c- Design

## Lesson 5 Creating a database

Put ( √ ) or ( X )

- 1 To be able to analyze your results and make decisions, you need ( √ )  
to organize the information you collect about an issue.
- 2 All data must be managed in compliance with European data ( X )  
protection laws
- 3 Databases store a limited amount of data and information in a ( X )  
computer system
- 4 Data can be easily analyzed or changed to meet the needs of ( √ )  
users.
- 5 A database does not allow the collection of data or information ( X )  
about people or places.
- 6 Teachers can use databases to collect information about their ( √ )  
students.
- 7 Companies use databases to record information about their ( √ )  
employees.



8. Microsoft Word is used to create a database. ( X )
9. To type the column headings and field names to be added, click  
Class Name ( X )
10. ID Number is used to type the correct identification number. ( √ )
11. To add a column to a database, right-click and choose Insert  
Column. ( √ )
12. Type the class name in the Class Name column. ( √ )
13. Excel automatically formats numbers and dates as you type  
them. ( √ )
14. Some common Excel tools include coloring and designing  
various slides. ( X )
15. To choose sorting, go to the toolbar, select Data, and then click  
Sort. ( √ )
16. Excel's common tools can be used for addition, subtraction,  
multiplication, and division. ( √ )
17. Excel allows you to manipulate numbers in the database by  
adding formulas. ( √ )
18. To add text in Excel cells, you must use a formula. ( X )
19. To create a formula, you must first type "=" in the cell so that  
Excel knows you are creating a formula. ( √ )
20. You can add your favorite hobbies and favorite foods to your  
Excel database. ( √ )

### Choose the correct answer:

1- All data must be managed in compliance with data protection laws .....

a- Egyptian

b- Japanese.

c - European

Changing and analyzing data in a database is ..... to meet the needs of users

a. Difficult

b. Easy

c. Complex

2- ..... can be used to collect data and information about people, places or things

a - Paint program

b- Photo program

c - Database

3- A teacher can use a database that includes information about .....

a- his students

b- street children

c- politicians

4- Microsoft ..... can be used to create a database

a- Access

b- Excel

c- Word

5- To type the column headings and field names to be added, click on .....

a.A1, B1 and C1

b- Student Name

c- ID Number

6- Sorting, adding, subtracting, dividing, and multiplying are tools of .....

a- PowerPoint

b- Word

c- Excel

7- To choose sorting, you have to choose ..... from the toolbar.

a - design

b – data

c - font type

8- Excel allows you to deal with numbers in the database by adding .....

a- Formulas

b- Slide

c- Color

9- To create a formula, you must first type .....

a. ???

b. :<:

C- "="



## Lesson 6 Creating digital project

### Put ( √ ) or ( X )

- 1 You can use PowerPoint to help you plan projects. ( √ )
- 2 PowerPoint allows you to share information with others ( √ )
- 3 Sharing information via text and images is one of the things that PowerPoint allows. ( √ )
- 4 Videos, animations, and infographics are visuals that are not allowed to be shared through PowerPoint. ( X )
- 5 To make your presentation more engaging, you can add some visuals such as a video or images. ( √ )
- 6 Presenting plain text without additional visuals can lead to a less engaging presentation. ( √ )
- 7 A flowchart is not a presentation tool. ( X )
- 8 A flowchart does not have specific steps, but a new one can be created by simply clicking on the Insert Text tab. ( X )
- 9 You can create a flowchart by clicking on the Insert tab, clicking on Choose Drawing, then the menu, and following the steps down to the text and selecting the color you want. ( √ )
- 10 Flowcharts allow you to change colors using styles. ( √ )
- 11 When presenting in front of an audience, you need to speak quickly. ( X )





12. The introduction of the topic is an important part of your presentation. ( ✓ )
13. You should read directly from the content of the presentation without having to read it beforehand ( X )
14. Be sure to refer to the different sections of the flowchart while presenting the information ( ✓ )
15. Presentations can be used to solve a problem or discuss an issue ( ✓ )

## Choose the correct answer:

The ..... program can create presentations to share information with others.

- A. PowerPoint.                                      b - Painter.                                      C - camera

2- Visualizations can be added to presentations such as videos, animations, and .....

- a- Device settings                                      b- Operating system                                      c- Graphics

3- PowerPoint works on ..... the scientific material presented and communicates it better than regular texts

- a - Complexity                                      b - Difficulty                                      c- Simplification

4- ..... can be used In conceptualizing, planning and presenting a task or project

- a. Flowcharts                                      b. Facebook                                      c. Video games

5- To create a flowchart, you must first click on ..... from the Insert tab.

- a- Smart Art                                      b- List                                      c- OK



6- To choose a flowchart you want to use, review the description at .....

a. References

b. Input menu

c. Dialog box

7- You can choose the desired color by clicking Change Color from .....

a- Illustrator

b- Smart Art Design

c- Start Menu

8- When giving your presentation, you should speak .....

a. Very slowly

b. Quickly

c. Confidently

9- Start with ..... To explain and clarify the purpose of the presentation to the audience.

a- Conclusion of the topic

b- Introduction

c- Random way

10. practicing in advance to read the content of the presentation before presenting it to the audience is .....

a. Important

b. Unnecessary

c. Waste of time



6

Exams

Grade 6

Mrs/Eman Meslam





Ministry of education Education  
Exam Sample (1)

**Put ( √ ) or ( X )**

- 1 When presenting in front of an audience, speak quickly ( )
- 2 Microsoft PowerPoint is a text editing application only ( )
- 3 Microsoft Word includes formatting tools that allow the user to print text in italicized or bolded formats. ( )
- 4 The operating system has nothing to do with the requirements of different computer programs ( )
- 5 Ms. Sonika Manandhar wanted to use her knowledge to improve the local environment in Nepal ( )

**Choose the correct answer:**

1. The most important program on your computer is .....  
a. Word                      b. Operating system                      c. Paint
2. You can locate ..... by typing control panel in the search box in the taskbar.  
a. Control Panel                      b. PowerPoint                      c. Google
3. Reports can be written using Microsoft.  
a. Excel.                      b. PowerPoint.                      c- Word
- 4-To save the file before printing to preserve its formatting, click on .....  
a- Save the file as - pdf option                      b- Delete the file                      c- Layout
- 5- Excel allows you to deal with numbers in the database by adding .....  
a- Formulas                      b- slide                      c- color



Ministry of education Education

Exam Sample (2)

**Put ( √ ) or ( X )**

- 1 The operating system doesn't matter in your computer ( )
- 2 Macintosh computers use the macOS operating system. ( )
- 3 Text messaging does not allow sending messages, audio images, and videos. ( )
- 4 You can save the file and maintain its format by saving it in Word. ( )
- 5 Microsoft Word is used to create a database ( )

**Choose the correct answer:**

1- PowerPoint works to ..... the scientific material presented and communicates it better than regular texts

A - Complexity

B - Difficulty

C - Simplification

2- To type the column headings and field names to be added, click on .....

A- A1, B1 and C1

B- Student Name

C- ID Number

3- The number 20 in the 10/20/30 rule refers to .....

A- Number of slides

B- Font size

C- Display time

4 -WhatsApp messages allow sending messages ..... in a single conversation

A - individual

B – group

C - individual and group

5- Programmers try to improve the graphical interface of the control panel with each version of Windows that comes out.

A. an updated operating system

B. the same operating system

C. a different type of computer



Ministry of education Education

Exam Sample (1) **Answers**

**Put ( √ ) or ( X )**

- 1 When presenting in front of an audience, speak quickly ( X )
- 2 Microsoft PowerPoint is a text editing application only ( X )
- 3 Microsoft Word includes formatting tools that allow the user to print text in italicized or bolded formats. ( √ )
- 4 The operating system has nothing to do with the requirements of different computer programs ( X )
- 5 Ms. Sonika Manandhar wanted to use her knowledge to improve the local environment in Nepal ( √ )

**Choose the correct answer:**

1. The most important program on your computer is .....  
a. Word                      b. Operating system                      c. Paint
2. You can locate ..... by typing control panel in the search box in the taskbar.  
a. Control Panel                      b. PowerPoint                      c. Google
3. Reports can be written using Microsoft.  
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- 4-To save the file before printing to preserve its formatting, click on .....  
a- Save the file as - pdf option                      b- Delete the file                      c- Layout
- 5- Excel allows you to deal with numbers in the database by adding .....  
a- Formulas                      b- slide                      c- color



Ministry of education Education

Exam Sample (2) **Answers**

**Put ( √ ) or ( X )**

- 1 The operating system doesn't matter in your computer ( X )
- 2 Macintosh computers use the macOS operating system. ( √ )
- 3 Text messaging does not allow sending messages, audio images, and videos. ( √ )
- 4 You can save the file and maintain its format by saving it in Word. ( X )
- 5 Microsoft Word is used to create a database ( X )

**Choose the correct answer:**

1- PowerPoint works to ..... the scientific material presented and communicates it better than regular texts

A - Complexity

B - Difficulty

C - Simplification

2- To type the column headings and field names to be added, click on .....

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5- Programmers try to improve the graphical interface of the control panel with each version of Windows that comes out.

A. an updated operating system

B. the same operating system

C. a different type of computer



Azhar Exam Form (1)

**Put ( √ ) or ( X )**

- 1 When presenting in front of an audience, speak quickly ( )
- 2 Microsoft PowerPoint is a text editing application only ( )
- 3 Microsoft Word includes formatting tools that allow the user to print text in italicized or bolded formats. ( )
- 4 The operating system has nothing to do with the requirements of different computer programs ( )
- 5 Ms. Sonika Manandhar wanted to use her knowledge to improve the local environment in Nepal ( )

**Choose the correct answer:**

1. The most important program on your computer is .....  
a. Word                      b. Operating system                      c. Paint
2. You can locate ..... by typing control panel in the search box in the taskbar.  
a. Control Panel                      b. PowerPoint                      c. Google
3. Reports can be written using Microsoft.  
a. Excel.                      b. PowerPoint.                      c- Word
- 4-To save the file before printing to preserve its formatting, click on .....  
a- Save the file as - pdf option                      b- Delete the file                      c- Layout
- 5- Excel allows you to deal with numbers in the database by adding .....  
a- Formulas                      b- slide                      c- color





**Match From (A) the suitable number From (B)**

A		B	
1	PowerPoint		You can. Write reports using it.
2	Word		You can request feedback from colleagues and teachers through it
3	System settings		You can create presentations with it
4	Database		To create a flowchart, you must first click on ..... from the Insert tab.
5	Smart Art		To collect data and information about people, places, or things



Azhar Exam Form (2)

**Put ( √ ) or ( X )**

- 1 The operating system doesn't matter in your computer ( )
- 2 Macintosh computers use the macOS operating system. ( )
- 3 Text messaging does not allow sending messages, audio images, and videos. ( )
- 4 You can save the file and maintain its format by saving it in Word. ( )
- 5 Microsoft Word is used to create a database ( )

**Choose the correct answer:**

1- PowerPoint works to ..... the scientific material presented and communicates it better than regular texts

- A - Complexity                      B - Difficulty                      C - Simplification

2- To type the column headings and field names to be added, click on .....

- A- A1, B1 and C1                      B- Student Name                      C- ID Number

3- The number 20 in the 10/20/30 rule refers to .....

- A- Number of slides                      B- Font size                      C- Display time

4 -WhatsApp messages allow sending messages ..... in a single conversation

- A - individual                      B – group                      C - individual and group

5- Programmers try to improve the graphical interface of the control panel with each version of Windows that comes out.

- A. an updated operating system                      B. the same operating system  
C. a different type of computer



**Choose the correct answers using the words between brackets**

**(Word – System Settings – Database – Smart Art –Powerpoint )**

- 1.Reports can be written using .....**
- 2.You can create presentations with Microsoft .....**
- 3.Feedback from peers and teachers can be solicited through the**
- 4.You can use ..... to collect data and information about people, places, or things**
- 5.To create a flowchart, first click on ..... from the Insert tab.**



## Azhar Exam Form (1) **Answers**

### **Put ( √ ) or ( X )**

- 1 When presenting in front of an audience, speak quickly ( X )
- 2 Microsoft PowerPoint is a text editing application only ( X )
- 3 Microsoft Word includes formatting tools that allow the user to print text in italicized or bolded formats. ( √ )
- 4 The operating system has nothing to do with the requirements of different computer programs ( X )
- 5 Ms. Sonika Manandhar wanted to use her knowledge to improve the local environment in Nepal ( √ )

### **Choose the correct answer:**

1. The most important program on your computer is .....  
a. Word                      b. Operating system                      c. Paint
2. You can locate ..... by typing control panel in the search box in the taskbar.  
a. Control Panel                      b. PowerPoint                      c. Google
3. Reports can be written using Microsoft.  
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- 4-To save the file before printing to preserve its formatting, click on .....  
a- Save the file as - pdf option                      b- Delete the file                      c- Layout
- 5- Excel allows you to deal with numbers in the database by adding .....  
a. Formulas                      b- slide                      c- color



**Match From (A) the suitable number From (B)**

A		B	
1	PowerPoint	2	You can. Write reports using it.
2	Word	3	You can request feedback from colleagues and teachers through it
3	System settings	1	You can create presentations with it
4	Database	4	To create a flowchart, you must first click on ..... from the Insert tab.
5	Smart Art	5	To collect data and information about people, places, or things



## Azhar Exam Form (2) **Answers**

### Put ( √ ) or ( X )

- 1 The operating system doesn't matter in your computer ( X )
- 2 Macintosh computers use the macOS operating system. ( √ )
- 3 Text messaging does not allow sending messages, audio images, and videos. ( √ )
- 4 You can save the file and maintain its format by saving it in Word. ( X )
- 5 Microsoft Word is used to create a database ( X )

### Choose the correct answer:

1- PowerPoint works to ..... the scientific material presented and communicates it better than regular texts

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2- To type the column headings and field names to be added, click on .....

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5- Programmers try to improve the graphical interface of the control panel with each version of Windows that comes out.

A. an updated operating system

B. the same operating system

C. a different type of computer



Choose the correct answers using the words between brackets

(Word – System Settings – Database – Smart Art –Powerpoint )

- 1.Reports can be written using **Word**
- 2.You can create presentations with Microsoft **Powerpoint**
- 3.Feedback from peers and teachers can be solicited through the **System Settings**
- 4.You can use **Database** to collect data and information about people, places, or things
- 5.To create a flowchart, first click on **Smart Art** from the Insert tab.